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## POLICY FOR CONTINUING EDUCATION PROVIDER APPROVAL

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### AUTHORITY

California Administrative Code, Title 22, Division 9, Chapter 4, Sections 100169 and 100170.

### PURPOSE

To define the requirements for approval of Continuing Education (CE) Providers within ICEMA.

### DEFINITIONS

**Program Director:** A person qualified by education and experience in methods, materials and evaluation of instruction, who will administer the CE program, ensure adherence to state regulations, local policies, approve course content and assign course hours to any sponsored CE program per state regulations.

**Clinical Director:** A person currently licensed as a physician, registered nurse, physician assistant, or paramedic. Two years of academic, administrative, or clinical experience in emergency medicine within the last five (5) years, who will be responsible for monitoring all clinical and field activities approved for CE credit, approving instructors, and monitoring the quality of the CE program.

**Instructor:** A person qualified to teach the topics assigned, has evidence of specialized training in the given subject area, or at least one (1) year of experience in the last two (2) years in the specialized area in which they are teaching.

### PROCEDURE

1. To become an approved CE provider, an organization or individual shall submit an application packet for approval, along with the ICEMA approved fee every four (4) years. The application must be submitted to ICEMA at least sixty (60) days prior to the date of the first educational activity.  
The application packet shall include:
  - a. Name and address of the applicant;
  - b. Name of the program director, program clinical director, and contact person, if other than the program director or clinical director;
  - c. The type of organization requesting approval; and,
  - d. The resumes of the program director and the clinical director.
2. The applicant will be notified within fourteen (14) working days that their request has been received, and will be informed as to what information, if any is missing.
3. The request will be approved or disapproved within sixty (60) calendar days of receipt of the completed request.
4. If the request is approved, an EMS CE provider number will be issued for four (4) years.
5. If the application is not approved, the application may be resubmitted, in accordance with established procedures, when all deficiencies are corrected.

**MAINTAINING RECORDS**

1. All records will be maintained for four (4) years, and shall include:
  - a. Complete outlines for each course given, including a brief overview, instructional objectives, comprehensive topical outline, method of evaluation and a record of participant performance.
  - b. Record of time, place, date each course is given and the number of CE hours granted.
  - c. A resume for each instructor.
  - d. A roster signed by course participants to include name and license number of the individual taking any approved course and a record of any certificates issued.
  - e. Each CE provider will notify ICEMA within thirty (30) calendar days of any changes in name, address, telephone number, program director, clinical director or contact person.
  - f. All records will be made available to ICEMA upon request.
  - g. Copies of class rosters will be sent to the ICEMA ALS /Training Coordinator within fifteen (15) days of class completion.
  - h. The CE provider will provide for the functions of administrative direction, medical quality coordination and actual program instruction through the designation of a program director, a clinical director and instructors. The same individual may be responsible for more than one of these functions.
  - i. It is the responsibility of the CE provider to submit an application for renewal at least sixty (60) calendar days before their expiration date in order to maintain continuous approval.
  - j. All CE provider requirements required by state legislation must be met and maintained for renewal.

When two or more CE providers co-sponsor a course, only one approved provider number will be used for that course, and that CE provider assumes the responsibility for all applicable provisions. The State EMS Authority will sponsor courses given by organizations or individuals located outside California. An approved CE provider may sponsor an organization or individual located within California that wishes to provide a single activity or course. The CE provider shall be responsible for ensuring the course meets all requirements and shall serve as the CE provider of record. The CE provider shall review the request to ensure that the course/activity complies with the minimum requirements.